



The City of Belmont Public Works Department is seeking to retain one (1) qualified professional firms to provide on-call Transportation Engineering services. The term of the contract will be three (3) years with an option to extend for an additional (2) two years. The work will be assigned on an as-needed basis for a variety projects and programs.

### Scope of Services

The selected firm will provide services and staffing covering the specialized category below:

#### Traffic Engineering

Services provided by the chosen firm may include, but may not be limited to:

- Traffic Impact Studies
- Traffic Signal Evaluation and Improvement
- Traffic Control Evaluation and Design
- Traffic Operations Evaluation
- Transportation Planning
- Pedestrian and Bicycle Planning and Design
- Traffic Calming Studies and Design
- Traffic Safety Studies
- Complete Street Design
- Grant Application Support
- Parking Studies

Upon determination of a need for service, the City will inform the selected firm of the specific staffing need and/or scope of work. The firm will prepare a detailed scope and cost proposal. Upon agreement of a detailed scope and cost, the City will issue a task order for the work.

### Submittal Requirements

The Statement of Qualifications (SOQ) for On-Call Transportation Engineering Services should include the following:

1. Transmittal letter

Include contact information (physical address, telephone number, fax and email) for the point of contact for the City on all correspondence and communications pertaining to the SOQ.

2. Experience

Discuss the firm's qualifications, experience and history in performing on-call engineering services particularly for governmental agencies. Discuss the firm's uniqueness to best perform traffic engineering for the City.

Provide resumés summarizing qualifications and experience of the project manager, and staff likely to be assigned to the work.

3. References

Provide references for the three most directly applicable projects/service agreements, with current verified telephone numbers, so that we may contact them and ask about your services.

4. Agreement for Service

The contract will be issued by the City of Belmont. A sample of the City's standard Design Professional Services Agreement is attached for review. Comment on this agreement should be included with your submittal. If there are no comments, a statement indicating so should be included.

Request for Qualifications -On-Call Engineering  
October 2018

Consultant Selection

Pursuant Sections 4525 – 4529 of the Government Code of the State of California, the consultant's selection will be based on qualifications. A selection committee, established by the City, will review the SOQs received by the deadline below, develop a short list of qualified firms. Depending upon the relative quality of the proposals, the City may invite short listed firms to interview with City staff. The City reserves the right to reject any and all proposals.

Three (3) copies of the SOQs shall be submitted on or before **2:00 p.m. on Wednesday November 7, 2018** to:

Justin Lai, P.E.  
Associate Engineer  
Public Works Department  
City of Belmont  
One Twin Pines Lane, Suite 385  
Belmont, CA 94002

If there are any questions regarding this request for proposal, please contact Justin Lai at (650) 637-2998.

Attachments:

Master Architectural and Engineering Services Agreement